



BIDS AND AWARDS COMMITTEE (BAC)

INVITATION TO BID

The **Caraga State University (CSU)**, through its Bids and Awards Committee (BAC) invites bidders to bid for the hereunder project:

Name of Project : **Provision of Janitorial Services for the operation of the University**
 Location : **CSU Campus, Ampayon, Butuan City**
 Brief Description :
 Approved Budget for the Contract : **Php. 4,905,588.00**
 Source of Funds : **RAF/IGF 2023**
 Contract Duration : **12 months**

Prospective bidders should have experience in undertaking a similar project within the last five years with an amount of at least 50% of the proposed project for bidding.

All particulars relative to Eligibility Statement and Screening, Bid Security, Performance Security, Pre-bidding Conference(s), Evaluation of Bids, Post-Qualification and Award of Contract shall be governed by the pertinent provisions of R. A. # 9184 and its Implementing Rules and Regulations (IRR).

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank.	Two Percent (2%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Five Percent (5%)
d. Bid Securing Declaration	

Upon issuance of award, the winning bidder shall post a Performance Security PS in the following forms:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a. Cash, cashier's check/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such surety.	Thirty Percent (30%)

Such Performance Security is payable to CSU upon signing of the Contract and shall be forfeited in favor of CSU in the event it is established that the winning bidder is in default in any of its obligations under the Contract.

MEMORANDUM

TO : [illegible]

FROM : [illegible]

SUBJECT : [illegible]

[illegible text]

[illegible text]

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The complete schedule of activities is listed as follows:

Activities	Schedule	
	Date/Time	Venue
1. Pre-Procurement Conf.	November 21, 2022 @ 9:00AM	Virtual Meeting via Zoom
2. Advertisement	November 24-30, 2022	
3. Issuance of Bid Documents	November 24-December 13, 2022	Online
4. Pre-Bid Conference	December 1, 2022 @10:00AM	Virtual Meeting via Zoom
5. Opening of Bids	December 13, 2022 @10:00 AM	Virtual Meeting via Zoom
6. Bid Evaluation	December 14-16, 2022	Virtual Meeting via Zoom
7. Post-Qualification	December 17, 2022 - January 15, 2023	Virtual Meeting via Zoom
8. Award of Contract	January 16-29, 2023	
9. Contract Signing	January 30 - February 8, 2023	
10. Notice to Proceed	February 9-15, 2023	

Bid documents from the BAC SECRETARIAT OFFICE will be available only to prospective bidders upon payment of a non-refundable amount of **Five Thousand Pesos only (Php. 5, 000.00)** to any **DBP Bank** in the account of **Caraga State University** with an account No. **0805-019713-030**. The bank validated deposit slip shall be scanned and emailed to the CSU BAC Secretariat's email address csu.bacsecretariat@carsu.edu.ph for the validation of payment by the University Cashier which will also serve as the basis for the opening of the Bid Document submitted.

Submission of Bids

Shall be done through electronic means:

- Use of a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
- Allow access to a password-protected and compressed Bidding Documents on the opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done through videoconferencing via Zoom App.;
- Only duly accomplished password-protected and compressed Bidding Documents (ZIP/RAR) sent to csu.bacsecretariat@carsu.edu.ph shall be accepted by the CSU Bids and Awards Committee. *Please note that submission of password-protected and compressed Bidding Documents (ZIP/RAR) using google drive will not be accepted;*
- Inclusion of additional details for all ongoing government and private, including awarded but not yet started contracts reflecting details/data as follows: Name of Contact Person, Contact Numbers and Email Address;
- Inclusion of additional details for the Single Largest Completed Contract (SLCC) reflecting details/data as follows: Name of Contact person, Contact Numbers and Email Address;
- Prospective Bidders are allowed to submit the hard copy (*duly sealed and signed*) consisting of 1 original copy, copy 1 and copy 2 aside from the soft/ e-copy (password-protected) of their Bidding Documents on or before the schedule of the opening of bids. The same is established for the security in the part of the bidders in anticipation that there might be technical problems and/or power outage encountered during the conduct of virtual Opening of Bids.
- For the conduct of the opening of Bids, the same will be done through videoconferencing in accordance with GPPB res No. 09, s 2020 and the prospective bidder are not proscribed to attend in-person in the identified venue assigned by BAC for such purpose.

CSU assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

ARMIE LEILA MONTILLA-MORDENO, DPA, CSEE
Chairperson, Bids and Awards Committee

Noted:

JOY C. CAPISTRANO
OIC - President